



# City Council

## Regular Meeting

~ Minutes ~

480 East Avenue North  
Ketchum, ID 83340  
<http://ketchumidaho.org/>

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Tuesday, July 5, 2016

5:30 P.M.

Ketchum City Hall

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Present: Mayor Nina Jonas  
Councilor Anne Corrock  
Council President Jim Slanetz  
Councilor Baird Gourlay

Absent Councilor Michael David

Also Present: Ketchum City Administrator Suzanne Frick  
Ketchum City Attorney Jill Holinka  
Finance Director Sandra Cady  
Director of Planning and Building Micah Austin  
Public Works Director/City Engineer Robyn Mattison  
Police Chief Dave Kassner  
Fire Chief Mike Elle

### 1. CALL TO ORDER

Mayor Nina Jonas called the meeting to order at 5:30 p.m.

### 2. COMMUNICATIONS FROM MAYOR AND COUNCILORS

#### a. Communications from Mayor & Council

Councilor Baird Gourlay commented on the traffic during rush hour on the bridge headed south. He suggested a letter from the City to ITD to address the impacts it is having on the City.

Councilor Anne Corrock informed Council that there is a CAST meeting coming August 25th & 26th in Frazier, and the City of Ketchum will be hosting in January. The Mountain Rides strategic plan has been distributed and Mountain Rides is requesting feedback by July 15, 2016.

### 3. COMMUNICATIONS FROM THE PUBLIC

#### a. Communications from the public. For items not on the agenda.

Gary Lipton Resident and Business Owner thanked Council and Director of Planning & Building Micah Austin for presenting the parking meeting.

### 4. CONSENT CALENDAR

Mayor Nina Jonas asked for questions on the consent calendar.

Council President Jim Slanetz questioned the Landis Communications charges on the unpaid bills list. City Administrator Suzanne Frick explained the training that took place for department heads.



- a. **Approval of Minutes: Regular Meeting June 20, 2016**
- b. **Approval of Current Bills**
- c. **Approval of Alcohol Beverage License**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Jim Slanetz, Council President
<b>SECONDER:</b>	Anne Corrock, Councilor
<b>AYES:</b>	Anne Corrock, Baird Gourlay, Jim Slanetz
<b>ABSENT:</b>	Michael David

## 5. COMMUNICATIONS FROM STAFF

- a. **Resolution 2016-012 to Waive Solar Permit Fees in July 2016 – Director of Planning & Building Micah Austin**

Micah Austin Director of Planning & Building talked about Solar Energy Month and recommended adopting Resolution 2016-012 for the month of July. Councilor Baird Gourlay thinks this is a great idea but suggested lengthening the proposed time. Councilor Anne Corrock asked if that is something we would do every year. Baird Gourlay suggested just this year but for possibly 3 months. Council President Jim Slanetz agreed that longer than one month would be a benefit.

Mayor Nina Jonas asked the public for comments.

Amy Christiansen non-profit talked about the background of this project and is in support of extending the length of time.

Mayor Nina Jonas directed Micah Austin Director of Planning & Building to extend the dates to include, July, August & September

**Motion to approve Resolution 2016-012 establishing solar energy summer to include July, August & September.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Jim Slanetz, Council President
<b>SECONDER:</b>	Baird Gourlay, Councilor
<b>AYES:</b>	Anne Corrock, Baird Gourlay, Jim Slanetz
<b>ABSENT:</b>	Michael David

- b. **Presentation of FY 16-17 Budget – City Administrator Suzanne Frick**

City Administrator Suzanne Frick presented the proposed 16/17 budget from Mayor Nina Jonas. Suzanne Frick explained definitions of one time projects and contracts for services. The funding sources were outlined, revenues and ongoing operating costs were explained. Capital expenses were talked about and deficit spending was discussed. General Fund Allocation was explained along with day to day operations. The Overall fiscal position of the city was explained. Operating expenses have increased less than 1% from last year. The General Fund was outlined and Suzanne Frick City Administrator explained that the available resources are \$1.1 Million above last years. Suzanne Frick outlined the revenue sources of the general fund and explained the availability of the reserve fund (rainy day fund). We have sufficient coverage to cover the reserve.



City Administrator Suzanne Frick explained the LOT performance and how the history and the forecasting has been done in the past. She talked about the correction that is being done and the actual revenue that is being brought in. She explained that if more funds come in this will need to be brought back to Council and the budget will need to be opened. The LOT tracking was presented and we are following the law as the LOT measures have dictated. She outlined where the additional LOT funding will be allocated.

Capital Improvements - \$1.7 Million in proposed capital projects are budgeted for. She outlined where those funds have come from and why. The priorities of capital projects were supported by community and department directors. The Mayor is proposing the city start contributing to the Essential Services Facilities. Continuing to invest in sidewalks and street lights. Talked about the URA projects and the cities portion of funding.

Councilor Baird Gourlay had questions on expenditures. Councilor Anne Corrock questioned the math on the LOT percentages. Sandy Cady Finance Director explained the reasoning behind the numbers. Baird Gourlay questioned the LOT projection for next year and how they got to that number. Sandy Cady explained the actual revenue and how she projected those numbers. Council President Jim Slanetz questioned the Parks revenue numbers. City Administrator Suzanne Frick explained the CIP last year and how they changed the process and where the money is for this year's parks project.

Mayor Nina Jonas Opened the meeting up for public comments.

Jason Miller Executive Director of Mountain Rides thanked Mayor, Council and Staff for the increase that is being proposed for Mountain Rides. Kudos to Mayor and Council for all the Sidewalks that are being proposed. Mountain Rides budget process is going well.

Amy Christiansen spoke on behalf of KAC. Thanked the Mayor and Council for considering funding them.

Council President Jim Slanetz said the budget is very concise and easy to understand.

Councilor Baird Gourlay had questions. Started with Health Insurance and asked if the 1% increase is already factored in. Payout was explained, unforeseen project fees were discussed. He would like some new desks, lights, etc... for Police. City Administrator Suzanne Frick explained that those funds are for new furniture for the new Finance Manager. Baird Gourlay questioned vehicle costs in the Fire Department. The type of vehicle that will be replaced was discussed. Women's soccer league funding was discussed. Director of Public Works/City Engineer Robyn Mattison talked about the funding of the sidewalk that is in this year's budget and the fact that it will be carried into next year. The Lighting Ordinance wattage was talked about. Water Conservation costs were discussed. Ketchum Spring Water costs were explained by Robyn Mattison. The master plan costs and construction was talked about. Energy Conservation Project was questioned. Robyn Mattison talked about Solar Panels and the treatment plant. The savings of power bills was presented. Energy Work Program and the allocation of \$100,000 was talked about. Baird Gourlay was against Photo Votaic. This would need tax incentives to make that work. Mayor would like to leave the dollar amount there and expand the definition. Baird Gourlay was in agreement. Micah Austin Director of Planning & Building talked about KEAC and the projects they have discussed. Level 3 EV Charging Station was discussed. Micah Austin explained the new location of the Level 3 EV Charging Station.

Councilor Baird Gourlay questioned if a plan will be coming to them in the next 6 months in regards to the Essential Services Facilities Building. Mayor Nina Jonas explained what the public is looking for and



why the budget is being set this way. Suzanne Frick City Administrator explained the building of the fund that will go towards helping reduce the cost of the building. The hope is to role the funds year after year. Councilor Anne Corrock asked for its own fund to clarify the intent of this money.

Councilor Baird Gourlay questioned the \$25,000 in facilities security. City Administrator Suzanne Frick explained that the security needs to be upgraded in the Water/Sewer and parks building. Baird Gourlay questioned Solar radar speed sign. Police Chief Dave Kassner explained the need and where it would be located and the importance of it.

Contract for services was talked about. Councilor Baird Gourlay expressed his concern that SVED is not funded. He would like this to be reconsidered. Mayor Nina Jonas expressed her feelings on this topic. Councilor Anne Corrock added her opinion and concerns on this topic. Council President Jim Slanetz questioned the difference between the Board of Realtors and SVED. Baird Gourlay asked that the SVED Board come to the council and talk to them to try to sort out all questions and concerns.

Council President Jim Slanetz is in agreement in regards to the Essential Services Building and would agree that it should be in its own fund and needs more definition. He talked about the need for funding for the skate park and tennis courts. Completion of one project at a time was discussed. He would like to see funding for the Northwood natural area project be given to the skate park. City Administrator Suzanne Frick explained that the KURA funding is why we are contributing to this project so that the projects can be completed. The KURA funding and requests were explained by Suzanne Frick City Administrator and Parks Supervisor John Kearney. Forest Service Park Funding was questioned. Suzanne Frick explained that this is a place holder until some decisions could be made as to the facilities future.

Councilor Anne Corrock and Parks Supervisor John Kearney had a discussion regarding the Northwood Natural Way. John Kearney explained that the funding is for a study to see what they can do. Councilor Baird Gourlay said it is more than a study, the area is way underutilized. Baird Gourlay suggested getting a copy of the quote to see what the study actually entails.

Councilor Anne Corrock is very pleased in the way the budget is going.

**c. Request from Trail Creek Fund LLC for approval of a Plaza Area Plan, Observatory Access Plan, and Right of Way Encroachment Agreement for the Auberge Resort Hotel – Director of Planning & Building Micah Austin & Public Works Director/City Engineer Robyn Mattison**

Micah Austin Director of Planning & Building and Robyn Mattison Director of Public Works/City Engineer both presented explaining that the building permit is ready to issue. If council approves the 3 issues tonight the City can issue the building permit tomorrow.

The Amended and Restated Development Agreement requirements were outlined by Director of Planning & Building Micah Austin.

Public Works Director/City Engineer Robyn Mattison talked about the ROW Encroachment Agreement and getting approvals all at one time. Council had questions regarding sidewalks

Jack Barriteau Trail Creek Fund clarified that he initiated the conversation with ITD. ITD expressed their willingness to meet the city's needs. Jack Barriteau talked about the 66' right-of-way and what will be there. The Trail Creek bridge's future was guessed at. Soil Nail analysis was discussed. The report should be done the end of this week or next. The Observatory Plan was talked about.

Mayor Nina Jonas opened the meeting up to the public. No comments





Councilor Anne Corrock asked for clarification on what needed to be approved tonight in order to issue the building permit. The intention of the document as written was discussed.

Director of Planning & Building Micah Austin explained that the main document here is the ROW encroachment agreement.

Council President Jim Slanetz had questions regarding the sidewalk and if it doesn't work who pays for the corrections. Robyn Mattison Director of Public Works/City Engineer explained that ITD would provide connectivity to our sidewalks. Micah Austin Director of Planning & Building explained that ITD is in agreement with this agreement. Councilor Anne Corrock asked if there were any changes from the development agreement. Micah Austin explained that there are no significant changes, there are a few minor changes and the ITD side has changed and may change again. The ITD side is part of the Development Agreement.

Councilor Baird Gourlay clarified the approval process and the issuance of the Certificate of Occupancy. Jack Barriteau applicant explained his position. Councilor Anne Corrock would like to see the Plaza and the ROW approved tonight and to leave the observatory plan until the program operator is here.

The possibility of a buffer was discussed. Robyn Mattison Director of Public Works/City Engineer will talk with ITD and see what can be done.

**Motion to approve the Plaza area as proposed and authorize the City Administrator to sign the Right-of-Way Encroachment Agreement with Trail Creek and to follow the development agreement on the observatory program to be decided at a later date. Staff to look at adding a buffer zone between the sidewalk and the road.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Anne Corrock, Councilor
<b>SECONDER:</b>	Baird Gourlay President
<b>AYES:</b>	Anne Corrock, Baird Gourlay, Jim Slanetz
<b>ABSENT:</b>	Michael David

- d. **Recommendation to Approve Task Order #3 with HDR, Inc. for Engineering Services for Detailed Design of Screening System Improvements at the Wastewater Treatment Facility – Director of Public Works/City Engineer Robyn L. Mattison.**

Robyn Mattison Director of Public Works/City Engineer talked about the screen of larger items.

She would like to update the screening which would create an update to the building. DEQ has approved. Robyn Mattison outlined all the following steps and how the funding will occur. She explained that Sun Valley Water & Sewer District will pay for 50%.

Mayor Nina Jonas asked for comments from the public. There was none.

Motion to approve Task Order #3 with HDR, Inc. for engineering services for detailed design of screening system improvements and authorize the City Administrator to execute said agreement for an amount not to exceed \$160,000.



<b>ESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Baird Gourlay, Councilor
<b>SECONDER:</b>	Jim Slanetz, Council President
<b>AYES:</b>	Anne Corrock, Baird Gourlay, Jim Slanetz
<b>ABESENT:</b>	Michael David

6. EXECUTIVE SESSION to discuss:

- a. Discussion pursuant to Idaho Code §74-206 1 (a)(j)

Motion to go into Executive Session at 8:06 p.m.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Baird Gourlay, Councilor
<b>SECONDER:</b>	Anne Corrock, Councilor
<b>AYES:</b>	Anne Corrock, Baird Gourlay, Jim Slanetz
<b>ABSENT:</b>	Michael David


Motion to come out of Executive Session at 8:32 p.m.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Jim Slanetz, Council President
<b>SECONDER:</b>	Baird Gourlay, Councilor
<b>AYES:</b>	Anne Corrock, Baird Gourlay, Jim Slanetz
<b>ABSENT:</b>	Michael David


7. ADJOURNMENT.

Motion to Adjourn at 8:33 p.m.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Jim Slanetz, Council President
<b>SECONDER:</b>	Baird Gourlay, Councilor
<b>AYES:</b>	Anne Corrock, Baird Gourlay, Jim Slanetz
<b>ABSENT:</b>	Michael David



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 Robin Crotty  
 Interim City Clerk



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 Nina Jonas  
 Mayor

